

**Arizona State Library, Archives and Public Records  
State Grants-in-Aid Construction Guidelines**

**All applicants must meet the SGIA Criteria (Outlined at <http://azlibrary.gov/extension/grantsinaid.aspx>)**

**Eligible Purposes Include:**

New building construction  
Renovation and update  
Renovation for American Disability Act

**Intent to apply for SGIA construction funding includes:**

1. Completed Intent to Apply Form and narrative. Be sure to answer all questions.
2. A letter of support from the municipal or county governing authority **OR**  
A written commitment from the library governmental authority if it is other than the county or an incorporated municipality, and a letter from the county librarian.
3. Amount of local cash match funding available.
4. If this proposal is for new construction, clear title to the land must be certified by the local governmental entity.

**The State Library will review the Intents, and invite promising applicants to submit a full proposal. Applications will be evaluated on the basis of:**

1. Proven need and capacity to break ground by the end of the state fiscal year in which the award is made and be completed by June 30 of the following year.
2. The library's long-range plan, which includes the planning to accommodate new technologies.
3. The project's ability to match the library's long-range plan and building program to the proposed design.
4. The proposed design's flexibility for adapting to changing service needs.
5. Support by local community with funding for staff, materials, equipment, and furniture.
6. Plan for ongoing financial support for the building, staff and materials.
7. At least 50% of the project's cash cost shall be funded by the appropriate local governmental entity.
8. New construction or renovation shall be done according to local and/or state regulations applicable to public buildings. The local governmental unit will certify this.
9. All legal requirements relative to clear title to the land and/or building shall be certified before grants may be awarded.

**Grant award process:**

1. Successful applicants will receive a Grant Contract, to be signed by the local library's fiscal authority and the Library Director.
2. Financial distribution will be made in one payment at the completion of construction.